



The Benjamin Harrison Herald



*The GSA Bi-Monthly Newsletter for the Major General Emmett J. Bean Federal Center
8899 East 56th Street, Indianapolis, Indiana 46249*

Building News and Information

Veterans' Appreciation Day

The annual Military Veterans/Retiree Appreciation Day and information fair held in the building on Saturday, November 17, was a huge success. By count, 290 veterans attended the event with forty organizations participating. Participants were able to attend a community health fair which offered blood pressure screening and allowed 128 veterans to receive flu shots. Other event activities included TRI-CARE seminars, ID card renewals, survivor benefit program computations, VA health benefits and a luncheon. Speakers at the luncheon in the building cafeteria were Dr. James Carafano of the Heritage Foundation and Col. Mark Smith, USMCR. They addressed the strategic and tactical aspects, respectively, of the War on Terror in general and the effort in Iraq in particular.

This annual event is sponsored by the Military/Veterans Coalition of Indiana. Ron Martin chaired the event as a member of the coalition. Mr. Martin is a Federal Contracting Officer who works in the building and is employed by the Defense Contract

Management Agency. This was the second year in a row that the Coalition selected EJB for the event.

New Director in Town

On December 26, Start Smart 4 Children Day Nursery was pleased to welcome Debra Guy-Ballard as the newest Center Director at EJB. She has been with Day Nursery since 2000 and most recently was the Assistant Director at the State Government Center. Debra is originally from New York and now resides in Indianapolis with her husband, Michael, and their five children.



(pictured: Debra Guy-Ballard, Nursery Dir.)

Regional Managers' Visit

GSA directors and managers from around the Great Lakes Region paid a visit to the facility on December 11. The purpose of this visit was to evaluate and assess the building's interior

and exterior condition from top to bottom. Overall, the building fared very well based on the feedback the GSA Property Management Team received. Recommendations were made for improvements in certain areas, and an action plan is in the works to remedy these items. Look for these improvements in the months to come!

Tenant Relations Committee (TRC) Highlights

The most recent TRC meeting held in December included discussions on various building related issues including current and upcoming projects, tenant agency concerns, and security and building policies. GSA would like to thank those agencies who were represented. For more information on topics

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HERE TO SERVE YOU

Tommy Love Property Manager
Phone number 510-2169
Service calls 510-3009
Housekeeping 510-3009
Conference room reservations
Phone number 510-2169

Kirk Bireley FPS Inspector
Phone number 226-5366
Building Security 510-2176

In case of EMERGENCY
Phone number 510-1111

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discussed at the TRC meeting, please contact your agency's representative.

Where to Find the Newsletter

The *Benjamin Harrison Herald* newsletter is available online. The current newsletter and previous editions are posted on the GSA website for EJB. The webpage can be found by searching for the Emmett J. Bean Building at www.gsa.gov.

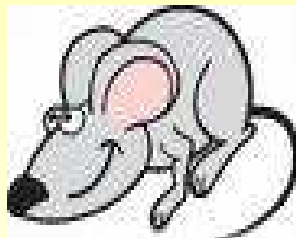
Security and Safety Matters

Building Security Committee (BSC) Meeting

The BSC will meet on January 9 at 1:00 PM in room 223D. Committee members, please mark your calendars, and submit agenda items to Todd Reeder with GSA no later than January 7.

Got Mice?

It has been brought to GSA's attention that mice have been spotted in various locations throughout the facility. This can be attributed to cold weather forcing



(drawing of mouse)

them indoors in search of warmth. Below are some general facts regarding mice that may be useful in preventing them.

- Remember to store food items in a safe place throughout your office and call the GSA service line at x3009 should you come across an unexpected guest.
- Mice will eat almost anything but prefer cereal, grains, seeds, or sweet material.
- If living conditions are good (food, water, and shelter), mice can multiply rapidly, producing about 32 offspring in a one-year lifetime.
- Mice require very little water, obtaining most of their water needs from their food.
- A mouse may spend its entire life in a single building.
- During colder months, mice tend to make their nests from soft material, like paper, insulation, or furniture stuffing. These nests are found in many places, including walls, ceiling voids, storage boxes, drawers, under major appliances, or within the upholstery of furniture.
- Mice have two main meal times, before dawn

and at dusk. They simply "snack" at intervals of every 1-2 hours. They eat about 10-15 percent of their body weight everyday. The adults weigh an average of 5/8-1 ounce.

- Mice are active mostly at night, but they can be seen occasionally during daylight hours.
- Mice are excellent climbers and can jump up to 13 inches from the floor onto a flat surface.

Did You Know?

Half-Staff Policy

You may have noticed that the flag outside the building has been flown at half-staff more than usual over the past few months. Ever wonder why? Public Law 110-41, signed June 29, 2007, allows a governor of a state, territory or possession of the United States to proclaim that the American flag be flown at half-staff upon the death of a member of the Armed Forces from their respective state, territory, possession, or district, if they died while serving on active duty. If the governor or mayor makes such a proclamation, the law requires that the American flag be flown at half-staff at all federal facilities in that state, territory, possession or district.

In the past, federal building flags were only flown at half-staff following a proclamation by the President. Please understand, at EJB the flag is never flown at half-staff at the discretion of the GSA Property Management Office. The GSA office receives official notification to lower the flag consistent with Public Law 110-41.

Sign Placement Reminder

Signs or posters are not to be placed on the outside of tenant offices, on the inside of office entry doors (if the doors will be opened into the hallway), or on office glass which is visible from the hallway). Your compliance will help keep the building looking clean and professional.

Winter Parking

Please keep in mind that the ability of the snow removal contractors to clear snow often depends on the timing of the snowfall. Building employees can help when the parking lots are snow-covered and the parking lines are not visible by parking in orderly rows (much like event

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parking). Randomly parking in the lots during such conditions only makes the situation worse.

Service Call Change

In the past, DFAS employees were directed to notify the DFAS Administrative Services Office for all calls related to building services. Effective immediately, DFAS employees may contact the GSA Property Management Office directly for routine service-related calls. Examples of routine service calls are cold office temperatures, restroom leaks or services, light bulb replacements, or cubicle power outages. The GSA service call number (x3009) is available each business day from 7:00 a.m. – 4:00 p.m. The service line manager dispatches service providers by radio immediately upon receiving a call. For non-building related service calls, DFAS employees should contact their Administrative Services Office.

Smoking Reminder

Smoking is not permitted in the west courtyard. Employees may review the GSA smoking policy posted on the hallway bulletin boards.

Bean Building Projects

GSA Projects Completed – Nov-Dec

- If you have not walked through the north lobby recently, you may not be aware of the new sofas and chairs purchased and installed in this area. The furniture was purchased to update the lobby and provide a comfortable area for employees and visitors to sit and relax. Employees might now find the area as a nice location to get away for a quick break or a short meeting.

- The men's and women's basement restrooms adjacent to the DFAS warehouse were recently updated with new vanities, sinks, faucets, and mirrors.

- Parking lot repairs to fill potholes, cracks, and other surface defects were recently completed in all of the building lots except the south center lot. This work was accomplished over several weekends to prevent any disruption to building employees. Due to some early winter weather, the contractor lost two December

weekends planned for the work. Asphalt production has halted for the winter. The remaining repairs will be completed in early spring by the contractor.

- The gravel parking lot across the street from the building was recently paved by the City of Lawrence Parks Department.



(pictured: Newly Paved City Lot)

The cost for this project was shared by the city and the federal government. The parking lot has 184 spaces, three of which are ADA accessible.

- A new security gate and motor was installed at the truckwell fence entrance.

- Employees may have noticed that the Army vehicles owned by the Army Reserve Unit in the building were relocated inside the east fence. This was done to free up parking in the east lot for GOV and employee vehicles.

Upcoming GSA Building Projects

- A contract has been awarded to repair the concrete sidewalks and curbs on the building's south side. The project will begin when the weather breaks later this winter. ADA access onto the sidewalks that angle to the east and west parking lots is included in the project.

- A contract has been awarded to install synthetic field turf on the daycare playgrounds.

- New carpet will be installed on January 4 in the four passenger elevators.

- A design project is underway for the future installation of building directories, way finding systems and emergency egress maps.

- The City of Lawrence will soon stripe the parking lots west of the Herbert Lord Road circle.

- Landscaping changes are being planned for the north entrance and west courtyard. The Hawthorn trees along the north entrance will be replaced with an evergreen tree variety. New shrubbery is planned for the west courtyard.

Mark Your Calendar!

**Jan 21 - Martin Luther King Day
(Building closed)**

**Feb 18 - Presidents' Day
(Building closed)**